

## Bureau of Community and Health Systems

### Licensee/Applicant Fingerprint Instructions

If you have not been fingerprinted previously as an employee through the Workforce Background Check System, you must be fingerprinted under the following steps. Do not use the Workforce Background Check System to complete your fingerprint requirement as a Licensee/Licensee Designee/Applicant/Authorized Representative. There will be a fingerprinting charge for all individuals listed above. The department will not accept fingerprints after 2012 for any Licensee, Licensee Designee, Authorized Representative, and Applicant who goes through Workforce Background Check to complete their fingerprinting requirement.

1. Obtain a copy of the Licensing Record Clearance Request- BCAL-1326A (located at [www.michigan.gov/afchfa](http://www.michigan.gov/afchfa) under 'Forms').

NOTE: This form has the agency ID and fingerprint reason code licensees/applicants need to submit their fingerprints. It is located in the upper right corner in the box that is labeled 'Livescan Fingerprint Request' (under the line for 'Type of Picture ID presented').

The FCL Code (86871E) is for Adult Foster Care.

The HAL Code (86872L) is for Homes for the Aged.

\*\*\*If you use the wrong fingerprint code or Licensing Record Clearance form that causes you to be fingerprinted under the wrong code, you may be required to pay for an additional fingerprint with the correct code.

2. Select a Livescan vendor from the Michigan State Police website ([www.michigan.gov/msp](http://www.michigan.gov/msp)) - click on:

- a. 'Crime Prevention, Safety & Police Services' then
- b. 'Police Services for Citizens', then
- c. 'Requesting Criminal History Records', then
- d. 'Private Live Scan Vendors'.

NOTE: If choosing IdentoGO, IdentoGO requires registration on their website prior to submitting fingerprints. Any questions/problems relating to registration should be directed to IdentoGO at (866) 226-2952.

3. The Licensing Record Clearance Request (1326-A) should be submitted- with the Livescan Fingerprint Request box completed- to the address on the form.
4. If utilizing IdentoGo's Call Center for scheduling, call (866) 226-2952. The call center is available Monday through Friday, 7 a.m. to 6 p.m.